

EMPLOYEE TRAINING RECORD		
TRAINING TITLE Hedge Trimmer		
<div style="text-align: center;">KEY TEACHING POINTS</div> <p>PRECAUTIONS BEFORE USING A HEDGE TRIMMER</p> <ul style="list-style-type: none"> • When buying a trimmer, select one with the cutting teeth and guards close enough together so that fingers can't fit between them. • Select a trimmer that has two handles, including a wide forward handle high above the cutting blades. • Select a trimmer that is lightweight and easy to handle. • Read the owner's manual to familiarize yourself with the machine and its use. • Check the trimmer carefully for loose screws, bolts, and damaged or broken parts. Replace parts or make necessary repairs before you use the trimmer. • Sharpen the blades if necessary. • If not double insulated be sure that you use a three-wire extension cord equipped with a three-prong plug. Be sure the outlet you use is the grounded type. Use an outlet with ground fault protection for maximum safety. • Be sure that young adults are properly instructed on use of the trimmer and they are physically and mentally mature enough to operate it. Never allow children to use the trimmer. • Clear the working area of children, pets, and other bystanders. • Inspect the shrubbery carefully for hidden wires, posts, or other trash. <p>OPERATING THE TRIMMER</p> <ul style="list-style-type: none"> • Always wear long pants, long-sleeved shirt, gloves, eye protection, reflective vest, and ear protection. • Do not operate the trimmer above chest height. • If trimming taller shrubbery, stand on a stepladder or other firm support. Avoid the use of unstable support such as chairs or ladders. • Keep your hands and body away from the blades. • Keep the cord of electric models away from the trimmer to avoid damaging or cutting it. • Work slowly and deliberately. Plan your cuts before you make them. • Take an occasional rest break to avoid fatigue. • Stop the engine or unplug electric models before cleaning or adjusting. • Never leave the trimmer unattended, to prevent children playing with it. • Store the trimmer safely out of the reach of children. 		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1 Store the trimmer safely out of the reach of children.		
2 Check the trimmer carefully for loose screws, bolts, and damaged or broken parts. Replace parts or make necessary repairs before you use the trimmer.		
3 Clear the working area of children, pets, and other bystanders.		
4 Always wear long pants, long-sleeved shirt, gloves, eye protection, reflective vest, and ear protection.		
5 Take an occasional rest break to avoid fatigue.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE

1. True 2. True 3. True 4. True 5. True